

# AGENDA REQUEST FORM

**Return completed form and complete agenda item to the Clerk of the Board  
Yakima County Commissioners' Office, Room 232**

Prepared by:  
Teresa Ishizaka

Department: Public Services

Requested Agenda Date: 09/27/2022

Presenting: Lisa Freund

Document Title:

*Board of County Commissioners Record Assigned  
BOCC Agreement*  
#  
**283 - 2022**  
Yakima County, WA

**APPROVED FOR AGENDA:**  
 Consent       Regular  
*Board of County Commissioners Determined*

Execute agreement for CivicPay Online Subscription.

Action Requested: *Check Applicable Box*

PASS RESOLUTION       EXECUTE or AMEND **AGREEMENT** CONTRACT or GRANT  
 ISSUE PROCLAMATION     PASS ORDINANCE     OTHER \_\_\_\_\_

Describe Fiscal Impact:

CivicPay Online Subscription NTE \$1,386.

Background Information:

CivicPay Online Subscription is needed for the Springbrook V7 premise upgrade Utility Software.

Summary & Recommendation:

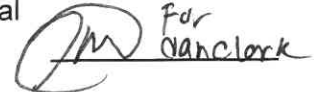
Yakima County Public Services recommends the Commissioners consideration authorizing agreement for the Springbrook CivicPay Online Subscription.

Motion:

Department Head/ Elected Official

  
Signature

**AGREEMENT** Attached Is Approved as to Form  
Corporate Counsel Initial

  
For Clerk

*Late Agenda Requests Require BOCC Chairman Signature:*  
\_\_\_\_\_

**Order Form:** Q-01378-1  
**Date:** 5/5/2022, 9:08 AM  
**Expires On:** 8/3/2022



**Phone:** (866) 777-0069  
**Email:** info@sprbrk.com

**Ship To:**  
 Carmen Hayter  
 Yakima, WA - County of  
 128 North 2nd Street  
 Yakima, Washington 98901  
 United States  
 carmen.hayter@co.yakima.wa.us

**Bill To:**  
 Craig Warner  
 Yakima, WA - County of  
 128 North 2nd Street  
 Yakima, Washington 98901  
 United States  
 craig.warner@co.yakima.wa.us

Account Manager	E-mail	Phone Number	Payment Terms
Bea Williams	bea.williams@sprbrk.com	(503) 820-6272	Net 30

CivicPay Pricing					
PRODUCT	DESCRIPTION	RATE	QTY	DISC %	NET PRICE
CivicPay Online Subscription	CivicPay Online Subscription	USD 1,386.00	1	0.000	USD 1,386.00
<b>CivicPay Pricing Total:</b>					USD 1,386.00

Transaction Fees			
PRODUCT	RATE	QTY	NET PRICE
CivicPay Transaction Fee	USD 1.00	1	TBD based on number of transactions
<b>Transaction Fees Total:</b>			USD 0.00

**Grand Total: USD 1,386.00**  
 \* excludes applicable sales tax

## Order Details

Customer Name: Yakima, WA - County of

Customer Contact: Carmen Hayter

Governing Agreement(s): This Order Form is governed by the applicable terms found at:  
MSA: <https://sprbrk.com/v/sprbrk-saas-terms>  
MLA: <https://sprbrk.com/v/sprbrk-onpremise-terms>  
Professional Services: <https://sprbrk.app.box.com/v/sprbrk-svcs-terms>

Term(s): 3 Years

## Order Terms

In the event of an inconsistency between this Order Form, any governing agreement, purchase order, or invoice, the Order Form shall govern as it pertains to this transaction.

- This Order Form shall become effective as of the last date of signature (the "Effective Date").
- Order Start Date: Software Licenses, Subscriptions, Maintenance, and Hosting commence upon the earlier of a) date of delivery\* or log-in to hosted software to Customer; or b) 60 days after Order Form Effective Date.
- Subscriptions, Maintenance, Hosting, and Support ("Recurring Services") continue from the Order Start Date through the term listed in this Order Form (or if not listed, one (1) year).
- Orders for Recurring Services auto-renew unless the Customer or Springbrook provides a written notice of non-renewal at least sixty (60) days before the end of the Order Term.
- Subscription Service fees and any Recurring Services will be subject to an automatic annual increase by not more than zero percent (0%) of the prior year's Subscription Service fees ("Standard Annual Price Increase").
- Any Software Licenses or Hardware are one-time non-refundable purchases.
- CivicPay Online Subscription fee and CivicPay IVR Subscription fee are subject to increase at per account rate, based on actual accounts.
- CivicPay IVR Message Block Subscriptions expire upon the earlier exhaustion of the Message Block or twelve (12) months from the Order Start Date. Upon expiration, Message Blocks automatically renew.

\*The date of delivery of software to the Customer is the date the software is made available to the Customer, either by delivery of software or delivery of first log-in to a hosted environment, which may be either a test or production environment. This date of delivery is frequently earlier than the dates professional services are completed, the Customer completes user acceptance testing, the Customer distributes additional logins to end-users, and the Customer go-live in a production environment.

## Invoice Timing and Delivery

Invoices are delivered electronically via e-mail to the billing contact on file for the Customer. Customer invoices are issued for the full amount of software and services purchased as follows:

<b>Products Ordered</b>	<b>Invoice Timing</b>
*Estimated Professional Services:	Monthly, in arrears for services in the prior month unless specified in Special Terms.
Fixed Fee Professional Services:	The Effective Date of this Order Form unless specified in Special Terms.
Transaction Fees:	Monthly, in arrears for transactions in the prior month.
Hardware:	Upon the Effective Date of this Order Form.
Software Licenses, Subscriptions, Maintenance, and Hosting (New):	Annually in advance upon Order Start Date.
Software Licenses, Subscriptions, Maintenance, and Hosting (Renewal):	Sixty (60) days in advance of the Order Start Date.

\*Professional Services pricing is based on expected hours using Springbrook's standard implementation methodology. Actual hours and billings may vary from this estimate. Please note that only when project costs exceed \$5,000 of this estimate, a signed change order will be required to continue work. Changes under \$5,000 will continue to be delivered and billed accordingly.

## Special Order Terms

Special Order Terms (if any):

**By signing, both parties agree to the terms and conditions set forth in this agreement.**

\* If the Customer requires a PO number on invoices, the Customer must provide Springbrook with the PO number and a copy of the PO prior to invoice issuance. If a PO number is not provided prior to the invoice issuance date, invoices issued on this Order Form will be valid without a PO reference.

**Springbrook Holding Company, LLC**

**Yakima, WA - County of**

DocuSigned by:  
*John Perreault*  
Signature: 7EDED540549E429

Signature: See next page

Name (Print): John Perreault

Name (Print): Carmen Hayter

Title: CRO

Title: \_\_\_\_\_

Date: 5/6/2022

Date: \_\_\_\_\_

**BOARD OF YAKIMA COUNTY COMMISSIONERS  
AGREEMENT**

**Agreement Number**

BOCC Agreement

**283 - 2022**

Yakima County, WA

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Amanda McKinney, Chair

\_\_\_\_\_  
LaDon Linde, Commissioner

\_\_\_\_\_  
Ron Anderson, Commissioner

**DATED:** SEP 27 2022

*Attest:*

\_\_\_\_\_  
Julie Lawrence, Clerk of the Board  
Erin Franklin, Deputy Clerk of the Board

**Approved as to Form:**



\_\_\_\_\_  
Deputy Prosecuting Attorney

WSBA #35401